DEFENSE LOGISTICS AGENCY

AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY











Search and Order of DLA Disposition Services Excess Property

DLA Disposition Services website: https://business.dla.mil



RTD Registration

- Open Internet Explorer browser and type https://business.dla.mil in your browser address line
- Click on Disposition Services Tab. Click on RTD. The RTD application screen will display in a new window.
- When a customer clicks on the Disposition Services RTD link from the DLA Web Portal, they will be prompted to enter their DoDAAC or register.

Registration Requirements:

DLA non-Disposition Services employees – AMPS as a Screener or Accountable Supply Officer (ASO). No RTD web Registration required.

DoD <u>Customers</u> with Common Access Card (CAC) on a .mil server - *AMPS* registration Plus RTD Web registration.

DOD non-CAC Customers

User ID + Password from RTD Web

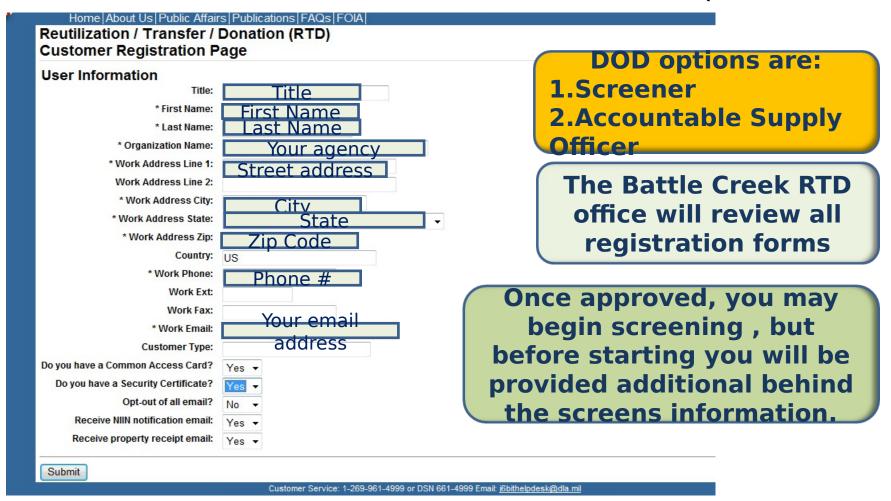
Transfer and Donation Customer

Visit our website at https://business.dla.mil to search our world wide inventory



Registration Form - DoD

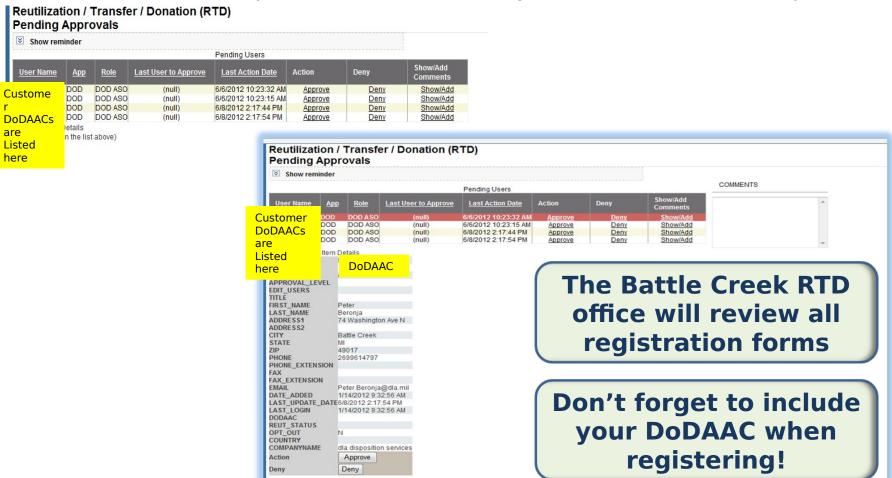
- DOD customers will register as SCREENERS or ACCOUNTABLE SUPPLY OFFICERS
- A SCREENER'S ASO MUST ALSO BE REGISTERED TO APPROVE REQUESTS





Registration Form - DoD

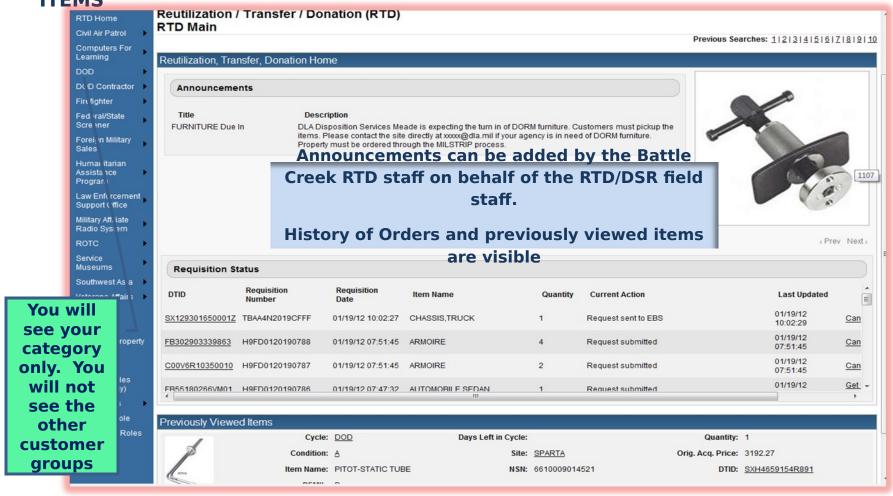
DOD customers requests will be reviewed by Battle Creek RTD Office personnel





Main Screen

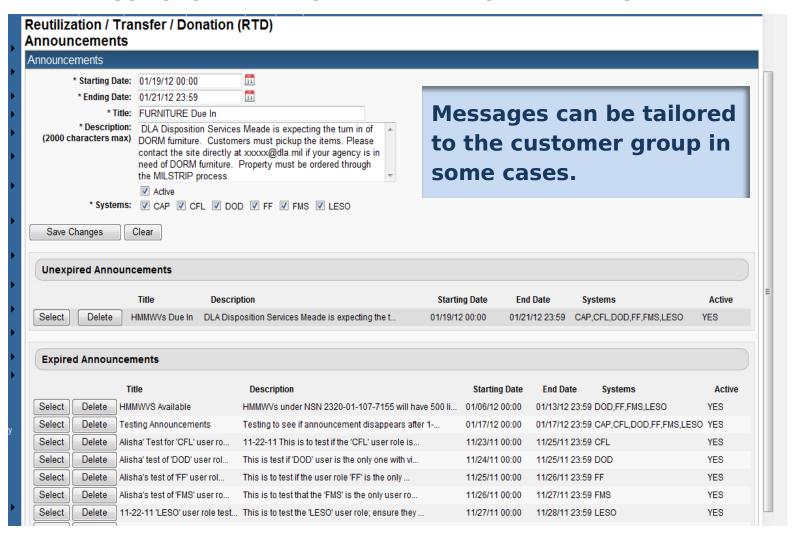
MAIN SCREEN: THIS IS WHAT THE CUSTOMER WILL SEE AFTER LOGGING ON. MESSAGES, ROTATING PHOTOS, REQUISITION STATUS, PREVIOUSLY VIEWED ITEMS





Main Screen

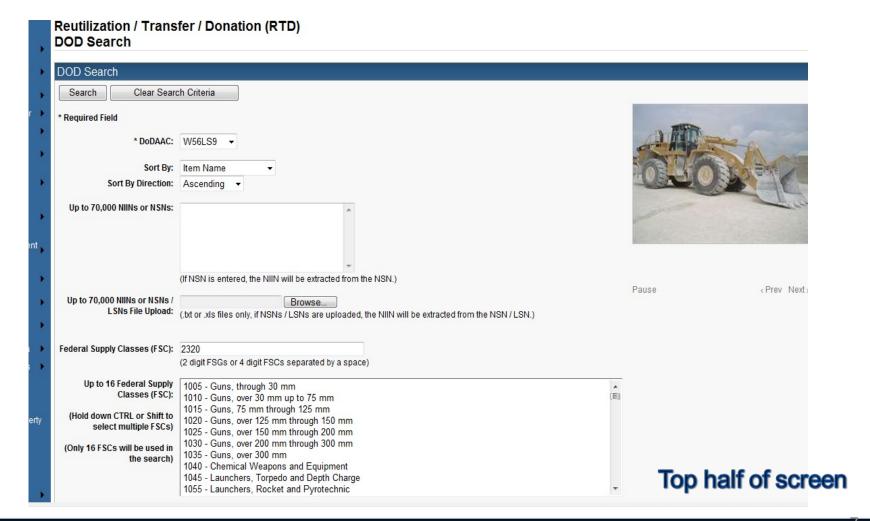
MESSAGES ARE INPUT BY BATTLE CREEK RTD STAFF





Screening for Items

AFTER THE CUSTOMER REGISTERS (ROLES DETERMINED) - SCREENING AND ORDERING BEGINS



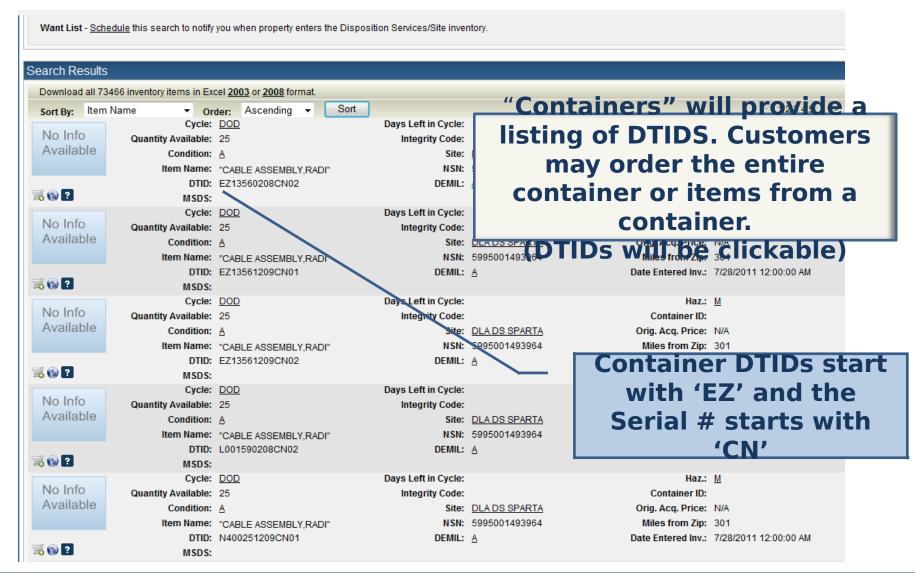


Screening, con't

	Item Name:				
les	1837/08/4330	○ Smart Word Search ○ Includes ○ Equals ○ Starts W □ APD entered information	/ith		
	Up to 20 DTID Numbers:	Can screen up to 20 DTIDs			
	RTD Screening Cycle:	☑ DOD ☑ DONATION ☑ EXP DOD ☑ EXP FCA DON ☑	Customers should only see what		
	Date Entered Inventory:	(mm/dd/yy)	they are authorized to order.		
	Search by Location: Search by Location: (Hold down the CTRL or Shift key to select multiple items from the list.)	DEMAN Anniston DLA DS 29 Palms DLA DS Aberdeen DLA DS Anaconda DLA DS Anniston DLA DS Aviano DLA DS Bangkok	Regulatory Controlled Property Rules and DoDAAC Validation Rules are applied. Some items, especially LSNs, will not be systemically blocked from unauthorized		
	Miles from DoDAAC location: Zip Code: (Enter Zip Code and Miles to search from the Zip location.) Search Clear Search	ch Criteria	customers. Prior to release of property, field employees must verify characteristics about the property that could prevent it from		
			being released to an unauthorized Bottom half of screen customer.		

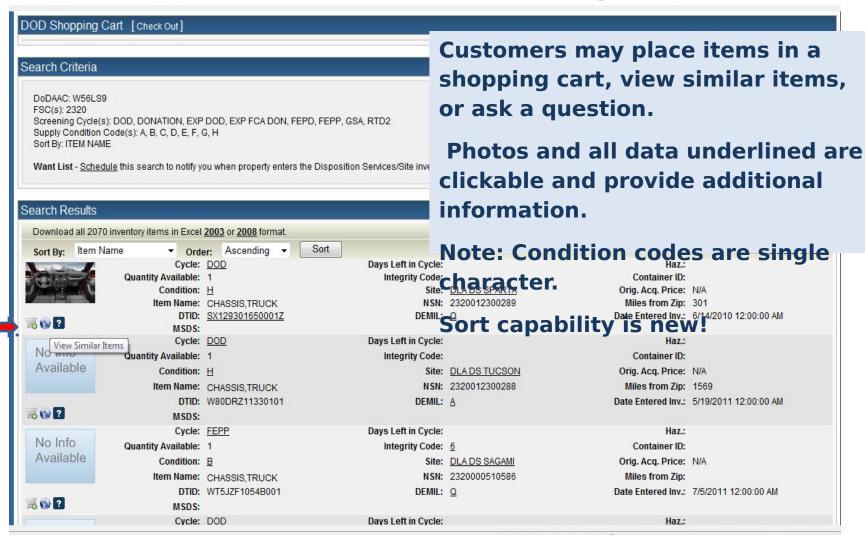


Results of Screening



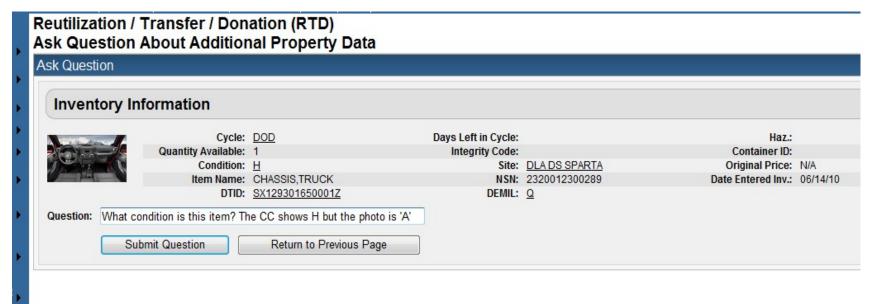


Results of Screening, con't





Results of Screening, con't



When you (the customer) ask a question:

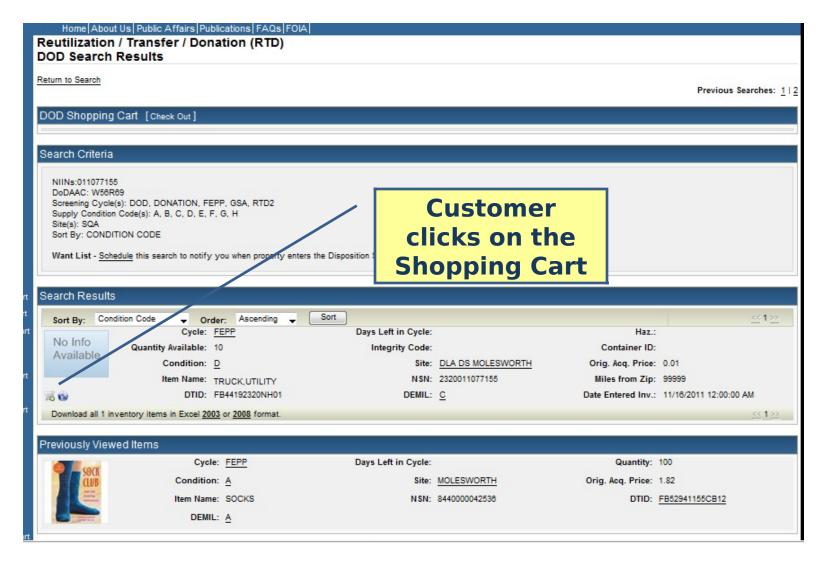
QUESTIONS GO TO AN ADDITIONAL PROPERTY DATA TABLE. THE DLA DISPOSITION SERVICES FIELD SITE USERS WILL GET AN EMAIL STATING A QUESTION IS POSTED AND AWAITING THEIR RESPONSE.

WHEN THE SITE ANSWERS THE QUESTION, THEN YOU, THE CUSTOMER, WILL GET AN EMAIL.

YOU, THE CUSTOMER, WILL LOGON TO THE RTD WEB SITE TO SEE THE ANSWER.



Order Items





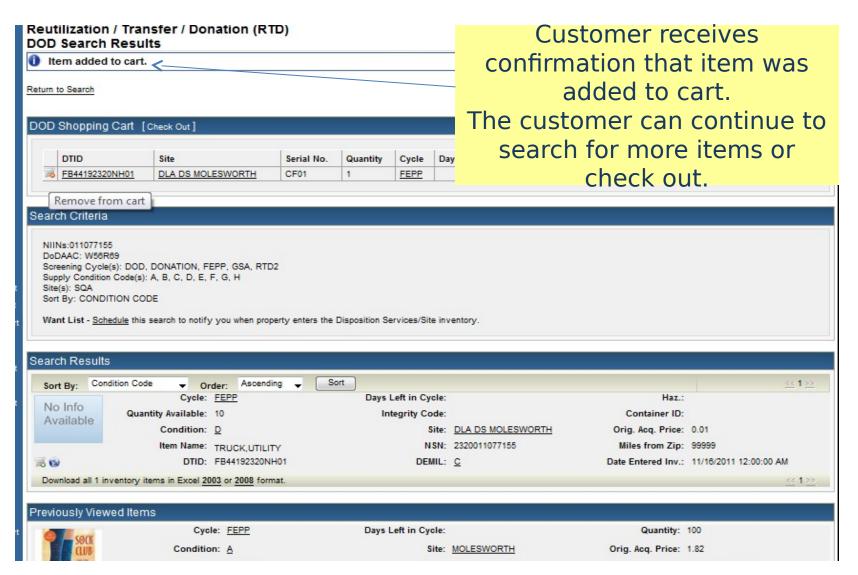
Order Items, con't

D Shopping C	Cart [Check Out]				
Inventory In	Shopping Cart formation				
	Cycle: FEPP	Days Left in Cycle:		Haz.:	
No Info Available	Quantity Available: 10	Integrity Code:		Container ID:	
	Condition: D	Site:	DLA DS MOLESWORTH	Original Price:	0.01
	Item Name: TRUCK,UTILITY	NSN:	2320011077155	Date Entered Inv.:	11/16/11
	DTID: FB44192320NH01 DoDAAC: W56R69 tequested: 1 haracters): CF01 Save To Cart Retu	DEMIL:	<u>s</u>		

The customer will enter the quantity and four character Select: Save to Cart Customer can return to shop for more items

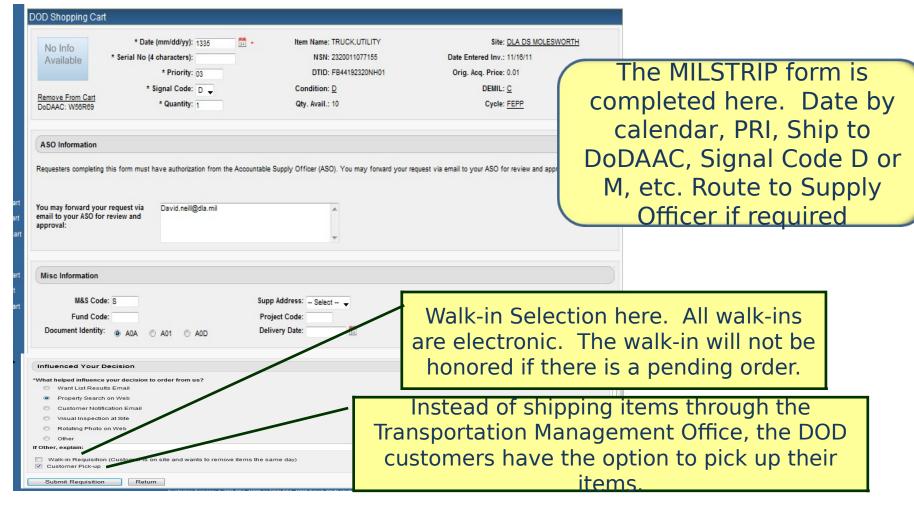


Order Items, con't





Order Items, con't



Note: ASOs must also have an account set up.

When applicable, requests automatically become available to the next level for approval.

Once orders are approved, they route to HOLDING AREA to determine which customer is awarded the item based upon the Priority of request and time of day submitted.

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